

Rules for the Exceptional Performance and Efficiency Incentive Program

I. PROPOSAL FORMAT AND REQUIREMENTS

- A. Proposals must be received by the Performance Review Subcommittee by 5:00 p.m. on November 15th. In any year in which November 15th falls on a weekend, proposals shall be accepted until 5:00 p.m. of the next business day. Proposers shall provide the Subcommittee with an original proposal plus five copies.

- B. Proposals submitted to the Subcommittee shall be complete and final. Amendments shall not be accepted, however supplemental information may be requested by staff on behalf of the Subcommittee or any member thereof.

- C.(1) For purposes of proposals for rewards based on exceptional performance or monetary savings associated with a particular activity, the term "activity" or "subject activity" shall mean a specific identifiable and distinct function, action, process, or procedure conducted by an agency of the executive branch of state government.

- (2) For purposes of proposals based on exceptional performance evidenced by an agency consistently meeting or exceeding a significant number of standards for its key and supporting performance indicators related to a particular activity, or consistently meeting or exceeding other specific measurable performance expectations related to a particular activity, a minimum of two fiscal years of data for those performance indicators is required. Three fiscal years' data is preferred.

II. SUBCOMMITTEE ACTION

- A. The Subcommittee shall consider only those proposals from post-secondary education entities which have been reviewed and forwarded to the Subcommittee by the Board of Regents.
- B. Proposals related to cost savings from energy conservation activities shall not be considered for rewards from the Incentive Fund. The Energy Management Act of 2001 provides for fiscal incentives for such activities.
- C. The staff of the House Committee on Appropriations, the Senate Committee on Finance and the Legislative Fiscal Office shall serve as staff of the Performance Review Subcommittee to provide analytical assistance and recommendations with respect to disposition of proposals for rewards.
- D.(1) In accordance with R.S. 39:87.5(D)(8), proposals which are received timely shall be immediately reviewed by staff for conformity with required content and format, and overall quality of the proposal. Staff shall promptly provide the Subcommittee with a recommendation for each proposal regarding submission of same to the Legislative Auditor for review. Subcommittee members shall have seven days to propose modifications to the staff recommendations, and such modifications shall be submitted in writing to the staff. Proposed modifications that receive the support of a majority of the subcommittee members shall be deemed to be accepted. Any recommendation not modified by a majority of the members of the subcommittee shall be deemed to be accepted. Those recommendations accepted by the subcommittee shall determine which proposals are sent to the Legislative Auditor for review. Subcommittee members shall be notified of the final list of proposals to be sent to the Legislative Auditor.
- (2) The Auditor shall review those proposals forwarded to him for ~~factual~~ material and substantive accuracy. The Auditor shall provide the Subcommittee a brief written statement of his findings with respect to each proposal reviewed within sixty days of his receipt of the proposal, but in no event later than January 31st.
- E. Staff shall further review each proposal that is forwarded to the Legislative Auditor for the purpose of developing a

recommendation for the Subcommittee with respect to disposition of each proposal. Staff shall communicate their recommendation to the respective agency head no later than 48 hours prior to the Subcommittee meeting to consider the proposal.

III. REWARDS

- A. The Subcommittee may consider recommendations or advice from the Department of State Civil Service in its evaluation of individual proposals with respect to plans for supplemental compensation of employees.
- B. Rewards of supplemental compensation for individual employees shall not exceed \$5,000 per person, except with the approval of two-thirds of the members of the Subcommittee present and voting.
- C. In an effort to ensure the expedient and fair evaluation of proposals for Incentive Fund rewards, no state agency which has submitted a proposal shall contact, through its employees, officials, or representatives, any member of or staff of the Performance Review Subcommittee for the purpose of influencing the decision of the Subcommittee relative to disposition of its proposal. An attempt to influence the decision of the Subcommittee through such contact may be sufficient grounds for the rejection of the agency's proposal. This prohibition shall not be deemed or construed to prohibit an agency from providing information in response to a request made by a member of or staff of the Subcommittee.
- D. Unclassified employees who are not subject to Senate confirmation shall be eligible to participate in the program under the same conditions and limitations as provided by rule of the Civil Service Commission governing participation by classified employees.